

BOURBONNAIS ELEMENTARY SCHOOL DISTRICT NO. 53
School District Position Description

JOB TITLE: Licensed Practical Nurse

DEPARTMENT: Special Education

REPORTS TO: Director of Student Support Services

WORK YEAR: 190 Days

APPROVED BY: Board of Education

DATE: September 23, 2014

SUMMARY

In compliance with all federal, state and local laws, by-laws, and Bourbonnais Elementary School District No. 53 policies and philosophies, the certified licensed practical nurse will provide the best possible educational opportunity for each student by administering a coordinated school health program. This job description is not intended, nor should it be construed, to be a list of all responsibilities, skills, efforts, or working conditions associated with the job. The job description is purposely designed to be an accurate reflection of those principal job elements essential for making fair pay decisions about jobs.

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Understands and practices within a framework of professional nursing and education to provide a coordinated school health program that encourages all students to achieve their optimal potential.
- Understands human growth and development and provides a continuum of care and learning experiences for the general and special education populations that support the cognitive, social, emotional, and physical well being of all students.
- Understands how students, families, and communities differ in their perspectives and approaches to health care and learning, and creates opportunities that are adapted to diverse learners.
- Understands various formal and informal assessment and evaluation components of the nursing process to support the continual development, optimal health, and learning potential of all students.
- Uses the planning and intervention components of the nursing process to develop and plan for a coordinated school health program that meets the needs of students, families, staff, and community.
- Understands and uses various intervention strategies in the development of a coordinated school health program that assists students, families, staff, and community to achieve optimal levels of wellness and learning.
- Understands and uses principles of health promotion and disease prevention to promote a safe and healthy learning environment.
- Understands and uses effective communication and technology to foster active inquiry, collaboration, and partnerships that address the health, safety, and learning needs of all students.
- Understands and develops collaborative relationships with colleagues, families, and the community to support student learning and well being.
- Understands school nursing as a professional specialty and maintains standards of professional conduct and ethics.
- Actively seeks opportunities to grow professionally.
- Participates as a member of the educational team, a leader and facilitator of change, and an advocate for students, the school, and community.
- Displays loyalty to District No. 53, the School Board and its governance, policies and contracts.
- Supports the Mission and Vision of the District.

- Maintains a professional appearance.
- Maintains a professional and positive rapport with parents/co-workers/administration/School Board.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

- Registered Professional Licensed Practical Nurse in the State of Illinois.
- Must have educator licensure as required by the State.
- Certified by Illinois Department of Public Health in vision, hearing, and screening (optional).
- Other qualifications as the administration may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensed from the State of Illinois to practice as a Licensed Practical Nurse.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

PHYSICAL DEMANDS

The physical demands described here are representative (customarily associated with) of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently sitting and standing while performing the duties of this job. The employee may occasionally bend or twist at the neck and back while performing the duties of this job. Specific vision abilities required by this job include close vision such as to read typewritten material. The employee may occasionally lift and/or move up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud. The employee is frequently required to interact with the public

and other staff. The employee is directly responsible for the safety, well-being and work out-put of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.